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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 059

Job Vacancy

June 2, 2004

OPEN TO: All Interested Candidates

POSITION: **CASHIER (N53430)**

CLOSING DATE: **Friday, June 25, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-7
EFM/NOR - FP Scale = FP-7

If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Cashier in the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION

A second cashier window was established in 2002 for internal transactions of the U. S. Mission. The advance for this position is \$65,000.00; which is replenished twice a week. This advance is mainly used to pay the utility services.

While the principal cashier window closes this cashier pays and receives money for emergencies.

This cashier also serves many Codel and VIP visitors each year, providing per diem and performing accommodation exchange for them.

In the absence of the Principal Class B Cashier assists the Alternate Cashier in performing her functions.

MAJOR DUTIES AND RESPONSIBILITIES

Conducts cash payments for utility services for the chancery, American staff apartments, and other offices and agencies that receive support from the Plan Colombia. Most of these payments can be done at the internal bank; some other cash payments must be done outside the chancery (for these payments the cashier buys checks at the internal bank and prepares them to be delivered to the vendors). Obtains and verifies cash from the bank.

Processes cash transactions to accountability records. Takes proper precautions to safeguard funds advanced and reconciles accountability with the Financial Management Center reports. Prepares funding documents, such as computerized accountability records (WinACS and RFMS) and reimbursement vouchers for the signature of the FMO. Review error report related with her cashier transactions. Prepares SF 1098 schedule of cancelled checks to be sent to CFSC.

In the absence of the Principal Class B Cashier, performs all required cashier functions and assists the FMO in managing the US Disbursing Officer's bank account. Assists the Alternate Cashier of the Principal Class B Cashier to perform all required cashier functions and the principal window.

Sorts, distributes and files cashier transactions that belongs to her advance. Sorts and distributes checks received from CFSC and informs interested people about the outstanding checks to be claimed at the principal cashier window.

MINIMUM QUALIFICATIONS

NOTE: Candidates who do not meet these minimum qualifications will not be considered.

- a. Education: Secondary education required; two years technical school or college in finance or accounting required.
- b. Prior Work Experience: Three years experience in cashier operations or commercial or government financial operations.

- c. Post Entry Training: Cashier operation course (Overseas Cashier Course)
WinACS (Windows Automatic Cashier System)
RFMS (Regional Financial Management System)
- d. Language Proficiency: Good working knowledge of English (Level III)
Spanish (Level IV).
- e. Knowledge: U.S. Government accounting procedures and terminology,
working knowledge of State Department cashiering procedures and
regulation.
- f. Skills and Abilities: Must have accurate money handling and record keeping
skills, operate calculator, cash counting machine, excel, windword.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee

or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 06/25/04**

DISTRIBUTION: "BB"
CLASS B CASHIER N53430 - FMO